



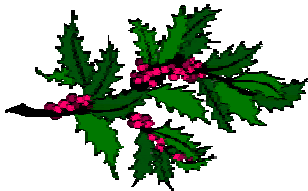
# Newslink

## Holiday Edition



Volume 1, Issue 9

December 17, 2001



### Special Points of Interest:

- New Basic Self Defense Training
- CSOSA's Celebration of Peace and Harmony
- OGC clears up the rumors about confidentiality and consent forms
- CFC Update
- Newslink Bulletin Board

### Inside This Issue:

CSOSA EVENTS	Page 2
OFFICE UPDATES	Page 5
EMPLOYEE FOCUS	Page 8
HEALTH & FITNESS	Page 9
NEWSLINK VARIETY PAGES	Page 10

## Voice of the Interim Director

I hope this edition of Newslink finds each of you well and enjoying the Holiday Season. Whether you celebrate Kwanzaa, Hanukkah, Christmas or Ramadan, it is the time of year to count your blessings and enjoy your family, friends and colleagues. The December 13th CSOSA Celebration of Peace and Harmony was a great success! In addition to all of the work it has taken to establish a new Agency, we have also had to develop our traditions of celebration – and this was a celebration to remember. A special thank you to Committee Co-Chairs Tanya Ray and Aida Hasaballa and to each and every member of the Committee. Every aspect of the celebration was spectacular.

On January 13, 2002, CSOSA and the Faith Community of the District of Columbia will participate in the inaugural Re-Entry Sunday. On that day, clergy across the District will speak with their congregations about the support services needed for offenders returning from prison and rejoining our community. It has been reported that approximately 2,500 offenders return to the District each year. In order for an offender to return successfully to their community, there must be a continuum of care which includes community supervision, career development, family unification, life skills management and mentoring programs. Support services from both government and faith-based organizations are crucial to returning these offenders to healthy and productive lives in our community. As we know from our daily work,

these returning offenders are not strangers to us or to our community. They are our fathers, mothers, sisters, brothers, cousins and neighbors. Each employee of our Agency, and every citizen of the District of Columbia, has a vital interest in ensuring their successful return to our community.

One of the highlights of the coming year, and of our Agency's history, will be the January 22, 2002, launch of our new case management system, Supervision & Management Automated Record Tracking (SMART). A well functioning, comprehensive information system is critical to the accomplishment of our mission. The development of this state of the art system has been beyond incredible and has required a Herculean effort by Acting Chief Technology Officer David Stevenson, every member of the development team, and countless others. There are currently 100 users Beta testing the system and Agency wide training began December 17th. The launch of the new system also means we expect to retire OASIS on January 23rd. We will celebrate these milestones!

*Best wishes for a happy Holiday Season and a healthy and peaceful New Year!*



Jasper Ormond

# CSOSA Events

## December 2001 Newslink Calendar



National Human Rights Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 	11	12	13  CSOSA Holiday Celebration	14	15
16	17	18	19	20	21  First Day of WINTER	22
23	24  All Federal Executive Branch Agencies Closed	25  Christmas Day	26  Kwanzaa	27	28	29
30						

### DC CITY WIDE EVENTS

December 3rd - January 31st  
See DC in a Whole New Light!  
DC Holiday Homecoming  
See a guide for making the most of all the season's  
festivities throughout the District @ [www.dcinspires.com](http://www.dcinspires.com)

Tuesday December 18, 2001

Office on Latino Affairs (OAL) Holiday Fiesta  
Franklin Reeves Municipal Center  
14th & U Streets, NW  
10:30 am—12:00 pm  
Contact (202) 671-2825 for more information

### UPCOMING TRAINING EVENTS

January 14 - 22, 2002  
American Correctional Association  
2002 Winter Conference and Exhibit  
San Antonio, TX  
Event URL: [www.corrections.com/aca/conferences.html](http://www.corrections.com/aca/conferences.html)

\*\*\*\*\*  
\* **CSOSA Wishes All Staff** \*  
\* **a Safe & Happy** \*  
\* **Holiday Season!** \*  
\*\*\*\*\*



## CSOSA's Celebration of Peace and Harmony 2001

---



What do carols, door prizes, poetry, good food, good music, mingling and superb line dancing all have in common? They all made this year's CSOSA holiday celebration a very special treat! On Thursday, December 13th, the 6th floor of Agency Headquarters was miraculously transformed into a "Winter Wonderland" and staff enjoyed a range of activities to help commemorate CSOSA's Celebration of Peace and Harmony. Thanks to all staff who came out and helped make this event a success!





**Principal Thomas thanks CSOSA and CSO Art James for the donations**

### ***THE GIFT OF GIVING: CSOSA DELIVERS SCHOOL SUPPLIES TO KETCHAM ELEMENTARY***

Four months ago, Community Supervision Officer Art James called on the CSOSA family to help donate much needed school supplies to children at Ketcham Elementary in Northeast DC. Thanks to the positive response from staff, on Wednesday, December 13th over 5 large bags of supplies were delivered and distributed to Ketcham class rooms. Children in Pre-Kindergarten through Sixth Grade will certainly benefit from the gifts of paper, pencils and art supplies as they continue to strive for success in their academic year. School Administrators and Teachers were extremely grateful for the Agency's efforts. *Thanks again to all those who participated in this project.*



### **BASIC SELF DEFENSE TRAINING COMES TO CSOSA** BY PEREUNA JOHNSON, DIRECTOR OF TRAINING & CAREER DEVELOPMENT AND THOMAS WALKER, EMPLOYEE DEVELOPMENT SPECIALIST



On December 5<sup>th</sup>, twelve Community Supervision Officers ( six men and six women) participated in CSOSA's first Basic Self Defense class. The Officer's volunteered to participate in and evaluate this pilot class. A great deal of hard work and dedication went into the development of this class. Over the past several months, self-defense trainers, Yolanda Perry, Employee Development Specialist; Derek Spink, Community Supervision Officer; Anthony Taylor, Community Supervision Officer; and Thomas Walker, Employee Development Specialist, have honed their skills. Earlier this year two federal probation and parole officers, recognized as experts in the field of self-defense, trained them. Upon completion of their training, the four trainers worked together to design a class tailored specifically for Community Supervision Officers. The training focuses on the principles of defensive tactics, ground fighting techniques, and defensive strikes. It also identifies for students the most vulnerable areas of the body during a physical confrontation. Each student is carried through a series of self-defense tactics and is allowed to practice until they are confident they can execute the tactic. At the end of the training day, students are asked to independently perform eight of the twenty odd tactics learned throughout the day. Participants receive certificates of completion and a great work-out!

**"I left the training with new confidence that I would be able to get out of a dangerous situation if I had to. The instructors were very knowledgeable"**

**- CSO Marcia Freeman**

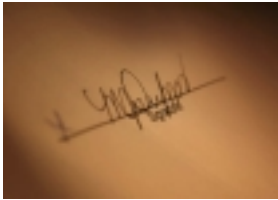


**"Great course! Just what CSOs need going out into the field to interact with offenders."**

**- CSO Rasheed J. Tahir**

Basic Self-Defense will be offered in the second quarter of this fiscal year as well as in subsequent quarters. The class will be open to all CSS staff with preference given to CSOs and other staff who work in the field. Look for the dates in the January through June course offering catalog which is scheduled to be published by December 24th.

## Office Updates



### **CONFIDENTIALITY: REVIEW OF CONSENT FORMS**

**By Linette A. Lander, Assistant  
General Counsel**

A CSO told me recently of a rumor that due to a problem with the consent forms for the release of sensitive offender file information, they were no longer being used.

Let me assure you that this rumor is completely inaccurate. The forms we originally distributed should still be used (they are also posted on the intranet site at: Directives, Policies, CSS, Sensitive Offender File Information Procedure Statement, Forms). If appropriate forms have not been signed when necessary, disclosures may not be made.

OGC continues to look at ways to facilitate the job of the CSO from the standpoint of the confidentiality requirements. If any policy is changed, you will be notified by e-mail and intranet. The best advice concerning rumors is "Don't trust; verify."

Generally speaking, any authorization to disclose sensitive offender file information must include prior written consent specifying the recipient, the nature and scope of the information being disclosed, and the purpose for disclosure.

### **Proper Use of the Seven Consent Forms:**

**1. Mental Health or Sex Offender Treatment:** Used to disclose mental health information (e.g., domestic violence treatment and sex offender treatment that involves diagnosis or treatment for a mental or emotional condition). The consent is only valid for information that exists when the form is signed and may be revoked at any time. New information requires a new consent for disclosure.

**2. HIV/AIDS and Tuberculosis Treatment:** Used to disclose HIV/AIDS or TB status, or treatment for those conditions. If a PSI contains a reference to HIV/AIDS, that reference must either be redacted before the PSI is disclosed, or this consent form must be signed by the offender.

**3. Substance Abuse Treatment:** Used to provide treatment information to individual criminal justice entities to verify an offender's compliance/progress in treatment. It is called a "criminal justice consent" because it cannot be revoked by the offender during the period s/he is under criminal justice supervision for an offense.

**4. PSA Drug Test Disclosures to CSOSA:** Used to permit PSA to give a CSO the results of a voluntary lock-up drug test if an offender is rearrested.

**5. Community Justice Partnerships:** Used to permit the CSO to provide verbal information to an MPD officer concerning an offender's attendance or absence in drug treatment. No written information concerning treatment status may be provided to MPD even with this consent.

**6. General Third Party Disclosure:** Used to transmit information other than substance abuse treatment, mental health information, HIV/AIDS/TB information to a specified third party. Examples of third parties are the offender's employer or a member of the offender's family. This form should not be used in place of the other consent forms because it does not contain the necessary language to satisfy the laws that apply to the other types of information.

**7. Third Party Disclosure for Alcohol and Drug Treatment:** Used to disclose substance abuse treatment information to anyone other than criminal justice entities (e.g., an employer who asks why an offender has not reported to work). Unlike the criminal justice substance abuse treatment form (number 3 above), this consent form may be revoked at any time. Drug tests performed by CSOSA/PSA as a condition of supervision are not "treatment information," but they are covered by the Privacy Act and require either a Privacy Act waiver or the consent form described in 6 above.

*If you have questions, please contact OGC.*



## CSOSA APPOINTS A NEW SPECIAL OBSERVANCES COMMITTEE CHAIRPERSON

Management Analyst, *Willie Hasson* has been appointed as Chairperson of the Special Observances Committee for the upcoming year. The mission of the Special Observances Committee is to promote an atmosphere at CSOSA and PSA where employees interact comfortably and treat one another with respect and dignity without regard to race, color, religion, gender, age, national origin, disability, or sexual orientation. The Committee will develop programs with collaboration and input from the entire staff. The programs are designed to educate staff and to build appreciation of cultural, ethnic and other differences among people so as to enhance understanding and tolerance and establish an improved working environment. The programs celebrate Martin Luther King Day & Black History Month, Women's History Month, Administrative Professionals Week, Asian/Pacific Month, Diversity Day, Hispanic Month, Disability Awareness Month, Native American Month and International Day. The Special Observances Committee works in direct consultation with the Equal Employment Opportunity, Diversity and Special Programs Office. Mr. Hasson can be reached in the Office of the Executive Assistant @ 585-7485 for more information.



---

## RECYCLING AT CSOSA - OFFICE OF FACILITIES UPDATE

By Keith Spicer, Office of Facilities Management & Linette Lander, Office of the General Counsel



Beginning October 1, 2001, the Office of Facilities expanded its recycling program at each of CSOSA's leased facilities: 633 Indiana Ave, N.W., 1418 Good Hope Road, S.E., 3850 South Capitol Street, SE and 1230 Taylor Street, N.W. As of that date, CSOSA began recycling commingled plastic, glass bottles and aluminum cans. CSOSA has recycled white paper and newsprint since it first occupied these buildings.

Many products we use today at work and at home are made from recycled materials. Newspapers and magazines are recycled so that we can receive updated news another day. Recycling paper reduces the need to cut down oxygen- and shade-producing trees and preserves the forests as habitats for animals and recreational sites for future generations. Plastics are melted down to make new plastic bottles and to make various building materials.

Each of CSOSA's copy rooms contains a blue recycling bin for white paper, and each of the pantries now has a blue bin that is marked for the collection of commingled bottles, cans, and plastics. The contract custodial staff at each of the sites collects the items and puts them into separate containers so that the retrieval company does not have to sort the material.

Staff at federal agencies are also encouraged to reduce solid waste by purchasing recycled products in addition to recycling used paper, bottles, and cans. By reducing solid waste, we reduce the amount of trash going into our landfills and we protect our environment in the process.

CSOSA needs your help as the end user. Here are some ways you can help:

- ◆ Recycle your white paper and newspapers, cans, glass bottles, and plastics.
- ◆ Rinse out bottles, cans and plastics before placing them in the blue recycling receptacles marked for these materials.
- ◆ Sort the recyclable material in their particular container (paper in one container; cans, glass and plastic materials in the other).
- ◆ When purchasing goods for the government, select items made from recycled materials whenever possible.
- ◆ Reduce the amount of paper you generate. Whenever possible, send electronic mail as an alternative to circulating paper correspondence.

See the NEWSLINK VARIETY PAGES for "Seven Reasons to Recycle".

***Remember you have the power to make a difference.***

## NEW VISION FOR THE DELIVERY OF EMPLOYMENT, VOCATIONAL, AND EDUCATIONAL SERVICES TO CSOSA OFFENDERS

By Debra Kafami, Management Analyst  
Preliminary Hearings Unit

*"One of the primary activities of probation and parole officers is to find jobs for offenders, because it is accepted that working is one of the keys to successful completion of probation or parole. In addition to work, prisons and community correctional programs usually focus on improving offenders' preparation for work, and sometimes place offenders into vocational training...." (Seiter, 2001, pg. iv).*

The opportunity for a job, vocational training, and/or an improvement in academic skills often is the first step in helping an offender let go of a criminal lifestyle and successfully reintegrate into society. A recent analysis of CSOSA parolees and probationers, conducted by Aida Hasaballa, Program Analyst, found that 67 percent of parolees and 70 percent of probationers are unemployed upon commencement of supervision. In addition, approximately 70 percent of parolees and 67 percent of probationers have less than a high school diploma or GED. The importance of addressing offender employment, vocational, and educational needs is pivotal to accomplishing the Agency's mission of improving public safety by reducing recidivism.

Research consistently shows that ex-offenders with jobs commit fewer crimes than ex-offenders without jobs, and that ex-offenders with higher earnings commit fewer crimes than those with lower earnings (NIJ Program Focus, Texas' Project RIO). Working hand-in-hand with supervision staff, CSOSA's Learning Labs have the potential to significantly lower recidivism by reducing an offender's opportunity to re-offend through programming, increasing an offenders' reading and math skills, placing offenders in vocational programs, and assisting offenders in finding meaningful jobs with upward mobility. CSOSA is committed to making this potential a reality by improving the delivery of employment, vocational, and educational services to offenders.

The new vision for improving delivery of these services to offenders includes centralizing these functions within Community Supervision Services, Office of the Associate Director, Thomas H. Williams. Over the next few weeks, a strategic plan to accomplish this goal will be developed and finalized. A needs assessment and referral form will be developed, and program activities will be standardized

across operational units. In addition, a referral process will be established with written policy and procedures, and Agency staff will be educated on available services and contacts in the Learning Labs. Program goals will be clearly defined, and outcomes tracked.

By centralizing employment, vocational, and educational services for offenders, Agency resources can be more effectively and efficiently used to improve public safety, reduce recidivism, and assist CSOSA in attaining its Critical Success Factors.

Seiter, Richard P. (2001). "Employment and crime: An old problem with new issues." *Corrections Management Quarterly*, Vol. 5, Issue 4, Fall 2001.

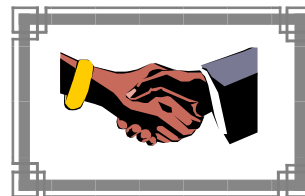
## CSOSA SUCCESS STORY

Submitted by Supervisory Community Supervision Officer,  
Melody Piper  
Branch IIB, Team #4

*(Names have been concealed to protect privacy rights)*

I'm pleased to report another success for CSOSA! "Offender X" is a 29 year-old married male (of Nicaraguan descent) and father of two. The offender participated in Life Skills Training and a Job Fair held at the Northeast Field Unit. He received a job interview with the Davis Goodwill Industries Division of Employment and Training. As a result of the dedicated assistance provided by CSO Edna (Sue) Lawson (in preparing his resume) and Community Relations Specialist, Kweku Toure (developing positive job resources), the offender was given the opportunity to enroll in the Janitorial / Building Maintenance Program. The offender successfully completed the training program and gained employment at the Baltimore/Washington International Airport. Since gaining employment, the offender has set goals to obtain his GED and to establish his own janitorial service in a bilingual community.

Working together in partnerships  
does make a difference!



# Employee Focus



## **MAETTA BROWN : A CSOSA GEM**

By Erika Evans, Office of the Associate Director

Anyone who has visited the Director's Office on the 12<sup>th</sup> floor at 633 Indiana Avenue is no stranger to Maetta Brown.

When you walk into the receptionist area, affectionately named "Maetta's Green House", Ms. Brown makes sure you're not only greeted by beautiful plants, but by a delightfully warm spirit as well. She brings a level of competence and sensitivity to the workplace that deserves to be complimented. And when you really get to know her, you discover she is a genuine, considerate person who's always ready to help.

Born in Muskogee, Oklahoma 62 years ago (and yes I have her permission to reveal that information) Ms. Brown relocated to the DC metro area in 1961 after a visit to the nation's capital turned into a permanent stay. She became the first Black switchboard operator at the Lansburg Department Store in Northwest DC. She began her federal government service in 1963 at the Pentagon where she worked on the country's largest switchboard. She eventually accepted a position as a switchboard operator at the US Courthouse where she became a manager. Her hard work and commitment opened the door to a receptionist position at the D.C. Bail Agency, which later became DC Pretrial Services. Maetta stayed on board at PSA for 25 years before retiring in 1994. Surprisingly, her service did not end there. In 1997, Maetta came out of retirement to

work as a receptionist for CSOSA at the special request of appointed Trustee John A. Carver. With a reputation for dependability and professionalism, Ms. Brown continues her career with sustained dedication and commitment to assisting others.

Grounded in her spirituality, helping others comes second nature to Ms. Brown. She expresses without doubt that she is blessed and favored by God. With that notion, she believes it is her spiritual duty to empathize with those in need and to give help when and where she can. She is supportive of the Agency's mission and is grateful to be a part of such a profound attempt to make a difference in the community and she doesn't miss a day of work. She is especially thankful to have worked under the leadership of former Trustee John A. Carver and Interim Director Jasper Ormond.

Ms. Brown is an active member of her church, Jericho City of Praise, located in Landover, Maryland. She serves as a member of the mass choir and a prayer partner. This year she will celebrate the holidays with her son, daughter-in-law, and three healthy grandchildren.

As we ended our interview, Ms. Brown left me with this thought: "*We can make the plans of our hearts, but the final outcome is in God's hands.*" - Proverbs. 16:1. She is certain of the higher purpose in the work she performs as well as the higher purpose in her life, which I believe makes her a successful professional and a pleasure to be around.

**CSOSA would like to thank Maetta Brown for all the extra time and effort she contributes to our mission and for simultaneously enriching our work environment.**

## CONGRATULATIONS CSOSA FAMILY!

New Employees for the Month of November

*Office of Special Criminal Justice Projects*  
**Dwight Estrill**

*Office of General Counsel*  
**Khalela Dixon**

*Office of Human Resources*  
**Donna Sharp**

*Office of Information Technology*  
**Reginald Cuffee**  
**Kathleen French**

One Year Anniversary with CSOSA as of 11/30/01

**Virginia Lynch**  
**Susan Nelson**

### TEN YEARS OF GOVERNMENT SERVICE

**Donatus Agbarakwe**  
**Danita Smith**

### FIFTEEN YEARS OF FEDERAL SERVICE

**Della Burres**  
**Alfreda Jackson-Johnson**

### TWENTY YEARS OF FEDERAL SERVICE

**Kelly Jones**  
**Karen McDaniel**  
**Michelle Washington**

### TWENTY-FIVE YEARS OF FEDERAL SERVICE

**Arthur James**

### THIRTY YEARS OF FEDERAL SERVICE

**James Harris**

### THRITY-FIVE YEARS OF FEDERAL SERVICE

**Geneva Queen**



## HEALTH & FITNESS

### SCSO STEVE STEINBERG - RUNNING FOR HEALTH

By Reyna V. Cartagena, CSO - Branch I, Team #26

As an avid sports lover, Supervisory Community Supervision Officer Steve Steinberg (Intake, Diagnostic and Evaluation Resources Branch, Team #26) first took up running over twenty years ago to stay in shape for other sports, like tennis and softball. After several years of running shorter races, like many recreational runners Steve wanted to attempt a marathon, 26.2 miles. Presently, he has completed six marathons, including the Marine Corps and New York City Marathons. Steve's personal goal has been to run a marathon in under 4 hours. He accomplished this on November 18<sup>th</sup>, 2001 in the Montgomery County Marathon, with a recorded time of 3:59:12!



CSOSA has several runners on its staff who have also participated in marathons. Steve and SCSO Marigold Henderson (IDERB Team #43) trained for and ran the 1995 Marine Corps Marathon together, and Gillian Thomson, Management Analyst, finished this year's Marine Corps in 3:46!

According to Steve, the benefits of running include good health, an incentive to pass on too many desserts, and spending a lot of time outdoors on the many scenic trails in the area. Because the bulk of his training occurred during the humid summer months, he and his training partner were often forced to go on their 2 to 3-hour runs before sunrise. This commitment paid off in the end!

If you are interested in taking on the sport, he suggests talking to your physician first, especially if you are not accustomed to an exercise program. Once cleared, Steve advises to invest in a good pair of shoes and start slowly, gradually building your mileage. "Finishing a marathon is very satisfying," he said, "but you don't have to run that far to achieve good health, lose weight and meet your goals. Just take the first step, then stick to it."

---

### THE BASICS OF BODY BUILDING

#### A GUIDE TO STARTING YOUR TRAINING PROGRAM

By CSO Lisa Willis, Branch III - Team # 34

In earlier times, body building was known to be a sport performed by the most muscular athletes. Today, training in the gym is becoming a popular activity for many individuals for many reasons.

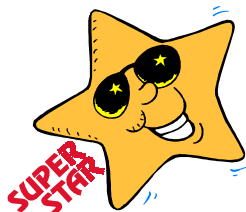
Kevin White, a Certified Personal Trainer, says that every body building Program should consist of cardiovascular exercise, muscular fitness, and flexibility. Mr. White offers this guideline in developing a basic beginner's program for increasing strength and building muscles:

- 1. Consultation** – Before starting any workout program, consult with your physician especially if you are on medication.
- 2. Assessment** – It is important to find out what your body composition is so that your fitness program can be specialized to your specific goals.
- 3. Weights** – Training with weights at least three times per week on non-consecutive days such as, Monday, Wednesday and Friday or Tuesday, Thursday and Saturday, is enough to maintain muscle strength.
- 4. Diet** – Eat a balanced diet with complex carbohydrates such as whole grains and cereals, lean low-fat protein, fiber, and fruits and vegetables. Drink plenty of water before, during and after your work out.



**Recommended reading :** "Body for life", Bill Phillips

## VARIETY PAGES



### A STAR AMONG US

Last month, Director of Training and Career Development, **Pereuna Johnson** appeared in the Southern Maryland edition of the Washington Post Theater Review. Many of us weren't aware of Pereuna's passion for theater. But if you ever caught her singing a show tune around the office, you wouldn't be surprised to learn of her most recent performance in the musical "Cinderella" at the Port Tobacco Players Theater in La Platta. The musical ran from through December 9th. Pereuna played the "warm-hearted" Queen who along with her "crotchety" King planned the infamous Prince's ball. According to the Washington Post, the cast gave a "most fitting performance" and "ruled the roost of an eager public" commanding a full house almost every night. Chief of Staff, LeeAnn Hall; Special Assistant OHR, Fran Hagan; and Career Development Specialist, Rhonda Lewis had the pleasure of witnessing the performance first hand and they loved it! CSOSA congratulates Pereuna on her theatrical success!

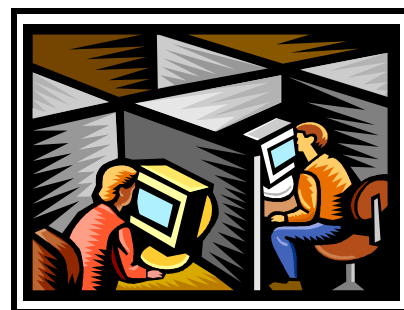
### ALL ABOUT FACILITIES (PART I)

BY KENDRA GRAY – OFFICE OF FACILITIES MANAGEMENT

#### Part I – Things about Facilities

Unscramble the words. The circle letters spells what?

1. PNOORSFALL ○ \_\_\_\_\_
2. CANTENEMIAN      \_\_\_\_\_ ○ \_\_\_\_\_
3. PECAS      \_\_\_\_\_ ○ \_\_\_\_\_
4. URNFUTURE      \_\_\_\_\_ ○ \_\_\_\_\_
5. SEELSA      \_\_\_\_\_ ○ \_\_\_\_\_
6. NOVENRISOTA \_\_\_\_\_ \_\_\_\_\_ ○ \_\_\_\_\_
7. CLUNPHIST      \_\_\_\_\_ \_\_\_\_\_ ○ \_\_\_\_\_
8. SNGIS      ○ \_\_\_\_\_
9. DKEPHESL      \_\_\_\_\_ ○ \_\_\_\_\_
10. SOMEV      \_\_\_\_\_ \_\_\_\_\_ ○ \_\_\_\_\_



1 2 3 4 5 6 7 8 9 10

FLOORPLANS  
MAINTENANCE  
SPACE  
FURNITURE  
LEASES

1.  
2.  
3.  
4.  
5.

RENOVATIONS  
PUNCHLIST  
SIGNS  
HELPPDESK  
MOVES

6.  
7.  
8.  
9.  
10.

S E T I L T I L C I L A F  
10 9 8 7 6 5 4 3 2 1

ANSWERS:

## STILL WAITING FOR SNOW??

By David LeVeck, Director  
Office of Security

While some of us eagerly anticipate a winter snowfall, some of us do not look forward to shoveling the snow. I thought this was an interesting fact to share:



Did you know that shoveling snow stresses the heart more than an all out run? After two minutes of shoveling wet snow, heart rates of nine out of ten men soared far above the zone recommended for aerobic exercise (70% to 85% of maximum heart rate). After 10 minutes of shoveling, heart rates reached 97% of maximum...and blood pressure was higher than when the men ran to the point of exhaustion.

*SOURCE: Barry Frankling, Director of Cardiac Rehabilitation, William Beaumont Hospital.*

## CFC UPDATE

By David Orr, Director Human Resources

The 2001 Combined Federal Campaign is now winding down. According to Campaign Co-Chair Linda Mays, CSOSA staff (including PSA) have pledged over \$42,000, which is 73% of our goal. That leaves us almost \$16,000 short. Many other agencies are experiencing difficulty reaching their goals this year - many people have already contributed to charities dealing with the September 11th events.

But as Linda points out, the key is not so much reaching a goal, but raising as much money as we can for the people and the organizations which depend on CFC for financial assistance. She pointed out, "Anyone who heard Shirley Gibson speak at the CFC Kick-Offs knows first-hand the value of CFC. And there are thousands of other groups just as deserving."



We like to think of CSOSA as a special agency because of the special mission that we have. Hopefully, we will remember that special mission and find it in our hearts to share our holiday cheer with a contribution to a CFC charity. See your CFC Key worker and make your pledge today! (The Key workers are listed on the CSOSAWeb.)

## SIX IMPORTANT REASONS TO RECYCLE

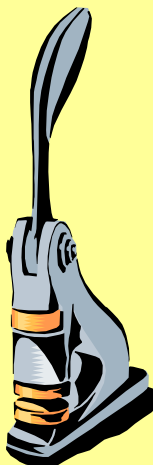
1. **To Save Natural Resources** – By making products from recycled materials instead of virgin materials, we conserve land and reduce the need to drill for oil and dig for minerals.
2. **To Save Energy** – It usually takes less energy to make recycled products; recycled aluminum, for example, takes 95% less energy than new aluminum from bauxite ore.
3. **To Promote Clean Air and Water** – In most cases, making products from recycled materials creates less air pollution and water pollution than making products from virgin materials.
4. **To Save Landfill Space** – When the materials that you recycle go into new products, they don't go into landfills or incinerators, so landfill space is conserved.
5. **To Save Money and Create Jobs** – The recycling process creates far more jobs than landfills or incinerators, and recycling can frequently be the least expensive waste management method for cities and towns.
6. **To Decrease the Disproportionate Rate of U.S. Consumption** – The United States consumes far more energy and other resources per capita than other countries. In order to become a better member of the world community, we should take every opportunity to reduce our resource consumption in the United States, because some of the consequences of energy consumption (such as depletion of the ozone layer) are felt worldwide.



*Source: Adapted from Louisiana Department of Environmental Quality <http://www.deq.state.la.us/assistance/recycling/home/5reasns.htm>*

## CSOSA'S NOTARY PUBLIC

**Morgan Massey**, Senior Court Liaison in Special Criminal Justice Projects, recently received her Commission as CSOSA's Notary Public, which will run until 2006. Morgan will generally be available in her office in Room 1264 at 633 Indiana Avenue, N.W. to notarize Agency business from 8:30 am to 12:30 pm each day (depending on her schedule). Time permitting, she will also provide notary assistance for staff's personal matters during those hours unless and until the personal matters begin to conflict with her official duties.



***“TWAS THE NIGHT BEFORE CSOSA...”***

*Created By Aida Hasaballa*

*‘Twas the night before CSOSA’s Holiday Fun,  
Not a creature was stirring, no, not even one.  
Visions of the party kept dancing in my head,  
As I took off my slippers and headed for bed.*

But thoughts so distressing were all I could see,  
What are we celebrating? What does it all mean to me?  
As the night grew darker and no more there was light,  
The heavier the burden, the greater the fight.  
It seems to surround us, the heartache and pain,  
Is it really worth it, or is it all in vain?  
With so many things, in such turmoil and strife,  
And the day to day routine, becomes all of our life...  
Of deadlines to meet and policies to read,  
Bills to pay and families to feed.  
And we sigh in dismay, and put on a frown,  
As we read our e-mail...OH NO...OASIS is down!  
Reports to write and stats to do,  
The hours of training and the committees too.  
We rush around each day to so many meetings,  
With so little time, for holiday greetings.

But let’s stop for a moment, and please think twice,  
About what’s good around us, what’s wholesome, what’s nice.  
The sun that surrounds us, with its warmth and light,  
The smile of a child, so cheerful and bright.  
The sounds of music, to delight our heart,  
With our friends and families, a New Year to start.  
The gift of health, such a priceless treasure,  
The abundance of bounty, which has no measure.

And as we look back behind us, so much we have done,  
For amidst all the turmoil, our dear CSOSA turned one.  
And as our Agency grew bigger, we worked harder with pride,  
We made leaps and bounds, with every stride.

And with all these warm thoughts, asleep I fell,  
And awaited the next morning, this tale to tell.  
Now with all that’s been said, there’s only one thing to say,  
“PEACE and HARMONY” to all, and to all a good day!

# Bulletin Board



Effective **January 1, 2002** all CSS Staff must receive a minimum of 40 hours of in-service training. The training year is the same as the calendar year Jan-Dec. Look for 2002 Course Offerings soon from the Training and Career Development Center.

The next session of **Weight Watchers** will start on Friday January 4th, 2002. Come shed those unwanted holiday pounds and get ready for summer! For more information, contact Rhonda Lewis @ (202) 220-5632.



All members of Local 727 are invited to attend **AFGE's Christmas party** on **12/20/01**, free of charge. The hours are from 3 pm to 7 pm and it will be held at 80 F Street, NW. If you are interested in attending, please contact Carolyn Brown @ 585-7814 so that she may notify AFGE.

Diagnostic Team #9 would like to extend the happiest of wishes to **Ms. Crystal Johnson** who will be celebrating her birthday on December 18th.

Happy Birthday to  
**CSO Davina McMillan** (12/1)  
from GSU XII, Team #41.



Happy Birthday to **Michael Richardson**, Employee Labor Relations Specialist (12/26) from your friends in the Office of Human Resources. We wish you all the happiness you desire on your special day!

Congratulations to  
**CSO Jeffery Barlow** and Mrs. Malaika Barlow  
on the occasion of their marriage  
November 3, 2001



Congratulations to **Ayana Rollins** of the Illegal Substance Collection Unit who delivered a healthy 7 pound, 9.9 ounce baby girl on November 26th, 2001.





## Newslink **Quote of the Month**



"Work joyfully and peacefully, knowing  
that right thoughts and right efforts  
inevitably bring about right results."

-James Allen

Do you have an interesting quote you  
want to share? Contact the Newslink  
and spread the word!

*Note from the Acting Editor:*

*This concludes the final edition of the CSOSA NEWSLINK for the year 2001. It has truly been a pleasure working on this publication and I can't express how grateful I am for everyone's encouragement and support throughout the year. I look forward to the new year with anticipation and excitement, as I'm certain we will continue to make the NEWSLINK a great feature of this Agency. If you would like to submit an item for the January edition or if you have an idea about how we can improve our newsletter, please contact me.*

*With warmest regards,*

**Erika N. Evans**

TEL: (202) 585-7356

FAX : (202) 585-7374



**COURT SERVICES AND OFFENDER  
SUPERVISION AGENCY  
FOR THE DISTRICT OF COLUMBIA**

**633 INDIANA AVENUE, NW  
WASHINGTON, DC 20004-2902  
(202) 220-5300**